

## LEARNER ANTI-BULLYING POLICY

<b>Prepared by</b>	<b>Head of Learner Services</b>		
<b>Policy Approved by</b>	<b>Strategic Management Team</b>	<b>7/5/03</b>	<b>Minute 768</b>
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		<b>03/05/11</b>	<b>Minute 1949</b>
	<b>Operational Management Team</b>	<b>9/5/03</b>	<b>Minute 23</b>
	<b>Academic Board</b>	<b>6/5/03</b>	<b>Minute 226</b>
	<b>Curriculum &amp; Quality Panel</b>	<b>06/05/11</b>	<b>Minute 460</b>
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<b>Equality impact assessed &amp; endorsed</b>		<b>19/04/11</b>	
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<b>AOS Aim 2</b>			
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## **Preamble to the Policy**

### **Equal Opportunities**

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender, religion, belief, pregnancy, maternity and paternity, marriage and civil partnership and the rehabilitation of offenders. The College shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

## **LEARNER ANTI-BULLYING POLICY - Learner Guide**

### **1. Aim**

- 1.1 The purpose of this policy is to show that as a College we welcome all learners, but will not tolerate behaviour from learners or staff that makes others feel unwelcome. The College aims to promote equal opportunities as well as the health, safety and welfare of its learners and staff.
- 1.2 The College is concerned about the safety and happiness of its learners as well as the effects bullying may have on the performance of learners and staff. Bullying is not tolerated by the College and will always be taken seriously.
- 1.3 All members of the College community, namely learners, staff and governors, have a shared responsibility to eliminate bullying and to report any incidents that they observe. If your behaviour as a learner makes others feel unwelcome the incident will be formally investigated by your Curriculum Director and this may result in you being asked to leave following disciplinary procedures

### **2. Definition**

- 2.1 Bullying is a deliberate or unconscious unprovoked attempt to impose mental, emotional or physical harm on someone else. This could be by a learner or member of staff who has some sort of power over the victim.
- 2.2 Two main types of bullying are direct bullying and indirect bullying.
- 2.3 Direct bullying
  - 2.3.1 Physical bullying - hitting, punching or the threat of this
  - 2.3.3 Financial - extortion of money or property
  - 2.3.4 Verbal - name calling, insults, public humiliation, racist and sexist jokes as well as sexuality and gender issues

2.4 Indirect Bullying:

- 2.4.1 This is the spreading of rumours or isolating individuals from a group. If the person concerned has made it clear that they are not happy with the situation and it persists, then this is sufficient ground to report the situation.

**3. What you can do if you are being bullied:**

3.1 There are a number of people you can talk to in College:

3.1.1 Course or subject tutor or any member of staff you have confidence in

3.1.2 Welfare staff

3.1.3 Equality & Diversity Group – Available through the Executive Office

3.1.4 Campus Services Staff

3.1.5 The College Child & Vulnerable Adult Protection Officers - Head of Learner Services or Curriculum Director for Care, Sport & Public Services.

3.2 Appropriate support will be offered through whichever person you decide to talk to.

**4. What will happen if you have bullied someone?**

4.1 If you have bullied someone or have had a complaint made against you the incident will be formally investigated using our Learner or Staff Disciplinary Policy.

**LEARNER BULLYING POLICY – Guidance for Staff**

**1. Dealing with incidents**

1.1 The intention here is to outline a series of steps through which incidents may be resolved. Depending on the seriousness of the incident, the process may be started at different points. (For example, in extreme cases immediate suspension leading to permanent exclusion may be invoked straight away).

**2. Stage 1**

2.1 Staff should try to be aware of minor incidents of harassment, unwanted teasing or inequitable treatment occurring in class and take appropriate positive action to remedy the situation e.g. by making it clear that teasing comments are not appropriate.

**3. Stage 2**

3.1 Where bullying/harassment of a chronic nature is reported, a resolution is sought without necessarily introducing the concept of punitive action. The victim of the incidents should talk to an appropriate member of staff about their feelings and the staff member then meets the bully or bullies to discuss the problem.

3.2 The aim of this is to make the bullies aware of their actions, seek practical ways to improve the situation and aim for a satisfactory resolution without long term blame or threat to the position of either victim or perpetrator.

3.3 The victim is kept aware of developments and the situation is kept under review. This stage would involve the Curriculum Director and possibly the Head of Learner Services.

**4. Stage 3**

4.1 If the incident recurs or is of acute nature, the relevant Vice Principal will automatically be involved and the learners/staff responsible will be warned that the College takes such incidents very seriously and repetition will lead to suspension and possible permanent exclusion or formal disciplinary procedure.

**5. Stage 4**

5.1 Parents or guardians, if relevant, will be informed of the situation if the nature of the offence is serious and it appears that re-offending is likely and would result in suspension and/or exclusion. Parents or guardians will be invited to discuss the situation.

5.2 Staff who have allegedly been part of a bullying incident would have the allegations investigated under the Staff Disciplinary Procedures.

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- 5.3 None of the other stages can overrule a person's rights to invoke action under criminal or civil law. The College will help any victim of bullying should they wish to involve the Police or other agencies.
- 5.4 The College believes that in a caring College community, incidents of bullying/harassment requiring action at Stage 3/4 will be rarities.
- 5.5 It is the College's duty to ensure that an appropriate awareness is present within the whole community to minimise the need for all stages of this process.
- 6. Monitoring and Review**
- 6.1 The Head of Learner Services will monitor the frequency and instances of bullying that may occur and will review policy in the light of experience every four years.